



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

In-House Only

(TRTC & Gaming Commission Employees)

Opening Date: 11/17/2014

Closing Date: 11/21/2014

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification *(if applicable)*

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Secretary

Department: Education

Work Schedule: Monday-Friday 8:30AM- 5:30PM

Wage Rate: Pay Range 10: \$12.41/Hr./ Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

TITLE: Secretary

WORKSITE: Tule River Indian Reservation
340 North Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Secretary will be responsible for the clerical functions of the Towanits Indian Education Department. He/She will be handling incoming calls, greeting students and visitors and will coordinate the flow of adequate information from the Education Department to other departments of the Tule River Tribal Council. Duties include the preparation and management of correspondences, reports and documents. The Secretary must organize meetings and the community usage of Education Department facilities; provide services to staff in the areas of regular notices and contacts with participants. The secretary will also be responsible for maintaining adequate supply levels and in-house records of expenditures for budget monitoring and comparison with fiscal reports.

DUTIES & RESPONSIBILITIES:

1. Greet all visitors, determine the nature of business and direct them to the proper personnel; screen and route incoming calls.
2. Maintain schedules, files and records.
3. Log in all incoming and outgoing correspondence.
4. Provide clerical assistance to the Supervisor and other staff as needed.
5. Set up and maintain office files and records and assist with updating of participant files.
6. Operate standard office machines including copiers, word processor, calculator, terminal and fax machine.
7. Review program forms, modify or update as necessary, make sure there is sufficient quantity for program efficiency.
8. Schedule, notify and coordinate the meetings with the Education Committee and other agencies.
9. Prepare the agenda for meetings.
10. Take notes and minutes of meetings.
11. Monitor use and initiate orders for general supplies to maintain an adequate level at all time.
12. All other duties assigned.

QUALIFICATIONS:

1. High School diploma or G.E.D.

2. Two years clerical work experience demonstrating the skills, knowledge and abilities or one year clerical work experience and completion of training in secretarial and typing course work.
3. Type a minimum of 40 Words per Minute.
4. Proficient in Microsoft Office.
5. Must possess a Valid California Drivers License and be insurable through the Tribe.
6. Must successfully complete a pre-employment drug screen and background investigation.

KNOWLEDGE, SKILLS & ABILITIES:

1. Skill in interviewing with the ability to obtain adequate information from customers concerning employment/education abilities and needs.
2. Ability to speak and write clearly.
3. Ability to follow oral and written instructions.
4. Ability to use proper spelling, grammar, punctuation and vocabulary.
5. Ability to organize and maintain complex records.
6. Maintain cooperative relationships with those contacted in the course of work.
7. Maintain confidentiality.
8. Ability to work independently.
9. Knowledge and ability to operate numerous types of office machinery.
10. Ability to read and comprehend documents pertaining to Tribal policy & procedures, rule & regulations and operating instructions.
11. Ability to write reports and correspondence.
12. Ability to add, subtract, multiply and divide.
13. Ability to take direction and follow orders.

PHYSICAL REQUIRMENTS:

Position requires balancing, bending, crouching, kneeling, reaching, and standing. Exposure to adverse weather conditions and temperature extremes. Exposure to wet and/or slippery surfaces. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and be able to work in/near active vehicular traffic. This position also requires tasks that require strenuous physical exertion.

This position reports to: Home School Liaison

Supervises: None

Salary: Pay Range 10: \$12.41-\$15.84/ HR
Paid Bi-Weekly/ Overtime Eligible

Hours: Full-Time/Monday- Friday 8:30PM-5:30PM (Hours May Vary)

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO &
401K plan

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN
CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.